

ADMINISTRATIVE
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29 January 1968

MEMORANDUM FOR: [REDACTED]

SUBJECT : Revitalization of Reports Management Program

1. Last summer [REDACTED] and I discussed at length the benefits that could accrue to the Agency through an efficient Reports Management Program. He was particularly interested in the potential cost avoidances that could be realized in better control of automated reports.

2. He has agreed with my proposal that a portion of your time be concentrated on a Project to revitalize this Staff's Reports Management Program.

3. The objective of this Project is to have a Reports Management Program available in this Staff which we can use with a minimum of cost, manpower, and time to provide guidance, assistance, and standards to Records Officers and other interested officials for the improvement and management of reports in their components.

4. In order to minimize the time and effort required for your research, please give careful consideration to the possibility of re-developing and expanding the material that is already available in the Staff and in NARS. Some additional creation and development will be necessary to modernize this material and to integrate automated reporting principles and procedures. We need a practical product immediately useable by all Records Officers. This Reports Management aid and guide must fit the existing authority of [REDACTED] and be persuasive in itself or its obviously beneficial results. The package and procedure must be economically produceable, easily communicated, and simply implemented.

5. Our procedure for this Project also is intended to minimize the possibility of false starts or unproductive tangents. Consequently, I will appreciate it if you will develop an outline of the several areas of your intended research and general plan and objectives which we can discuss before you start the Project. We also should establish some estimated time frame and bench marks for periodic progress reports and reviews.

Copy to: [REDACTED]

Chief
Records Administration Branch, SSS

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